

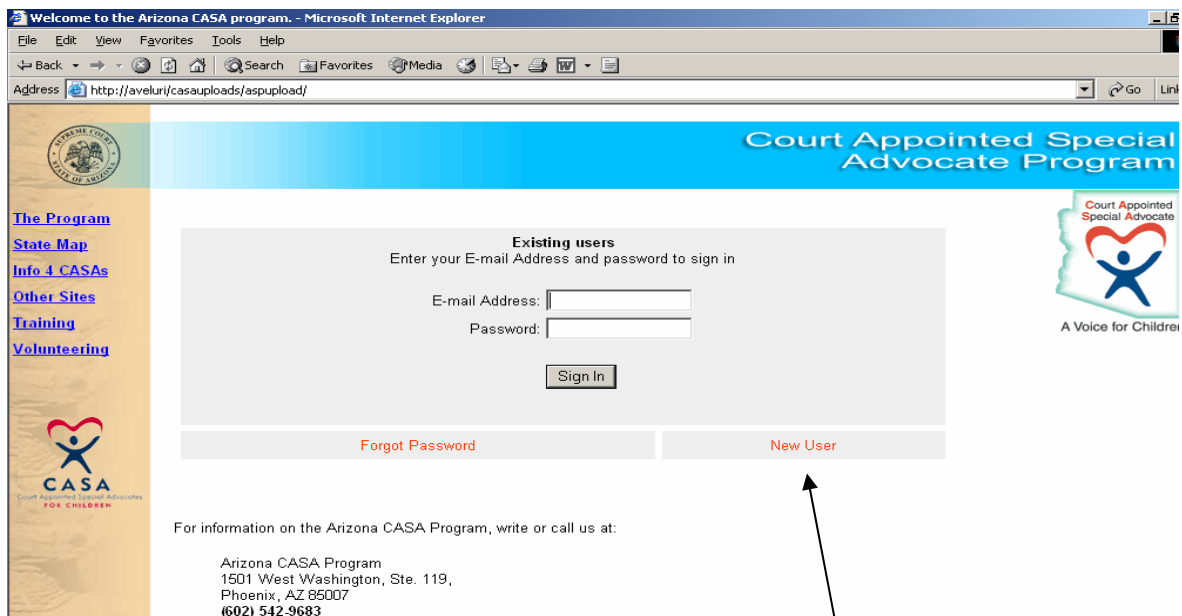
## CASA VOLUNTEER / COORDINATOR WEB APPLICATION

Web URL Address: <https://apps.supremecourt.az.gov/casauploads/aspupload/>

Once you enter the above site a security message MAY appear asking you if you want to accept the certificate. Click Yes.



Initial entry web page for the Volunteer / Coordinator web application:



A person using the application for the first time will click on the New User option. The following web page will open.

## CASA VOLUNTEER / COORDINATOR WEB APPLICATION

Welcome to the Arizona CASA program. - Microsoft Internet Explorer

Address: <http://aveluri/casauploads/aspupload/CasaResetpwd.asp>

**Court Appointed Special Advocate Program**

**Are you a new user?**  
Enter the following information and click Submit

E-mail Address:

New Password:

Confirm Password:

Your password will be set and you will receive a confirmation e-mail.

**Left Sidebar:**

- [The Program](#)
- [State Map](#)
- [Info 4 CASAs](#)
- [Other Sites](#)
- [Training](#)
- [Volunteering](#)

**Logos:** Arizona Supreme Court, CASA (Court Appointed Special Advocates for Children), and Court Appointed Special Advocate (A Voice for Children).

A new user's email address should have already been created in the system. Enter the email address provided to the coordinator or the AOC and then enter a password in the New Password field and type the same password in the Confirm Password field.

The password must be a minimum of eight characters, maximum of 12 characters and must include at least one numeric character. Also, the password cannot have the same exact string of characters to the left of the "@" sign in the email address (Example: [johndoe@yahoo.com](mailto:johndoe@yahoo.com) – the password cannot be 1johndoe or johndoe1 it can however be j1ohndoe). All passwords expire after 90 days. After your password expires, repeat the New User process.

Once a new password has been entered and validated, the following page will display:

Welcome to the Arizona CASA program. - Microsoft Internet Explorer

Address: <http://aveluri/casauploads/aspupload/CasaResetEmail.htm>

**Court Appointed Special Advocate Program**

**Your password has been set and the confirmation e-mail has been sent to your e-mail address.**

For information on the Arizona CASA Program, write or call us at:

Arizona CASA Program  
1501 West Washington, Ste. 119,  
Phoenix, AZ 85007  
(602) 542-9683

**Left Sidebar:**

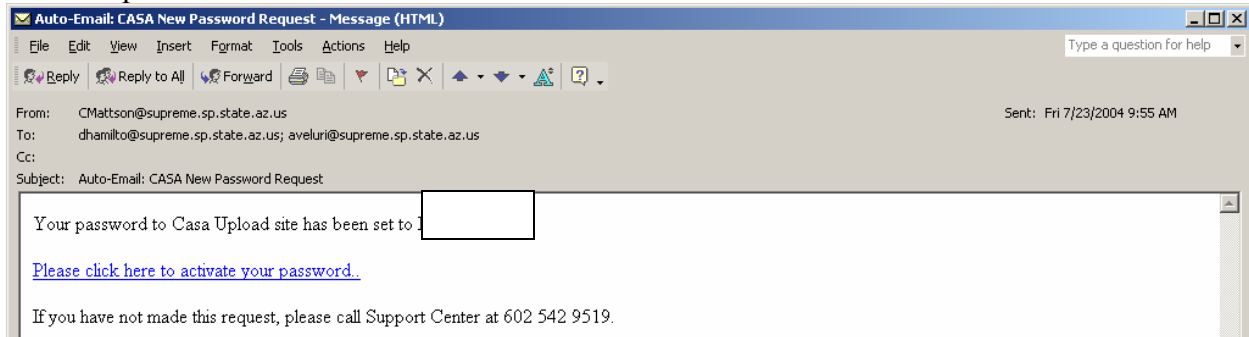
- [The Program](#)
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You must then proceed to your email account, open the email sent and click on the embedded validation link. The link will activate your new account and allow access. The activation must occur prior to logging into the application for the first time. Access will be denied unless the activation link has been used and the user id/password have been validated.

An example of the email with embedded validation link:



Once the activation link is clicked, the initial web page will open in the web browser. You can now log in and access the application.

## CASA VOLUNTEER / COORDINATOR WEB APPLICATION

If a person has already logged in and completed the steps for a new user but has forgotten their password, click on the “Forgot Password” link on the home page. The following page will display:

The screenshot shows a web browser window titled "Welcome to the Arizona CASA program. - Microsoft Internet Explorer". The address bar shows the URL: <http://aveluri/casauploads/aspupload/CasaForgotpwd.asp>. The page has a blue header with the text "Court Appointed Special Advocate Program". On the left, there is a vertical menu with links: "The Program", "State Map", "Info 4 CASAs", "Other Sites", "Training", and "Volunteering". Below these links is the CASA logo with the text "CASA Court Appointed Special Advocates FOR CHILDREN". The main content area is a light gray box with the heading "Did you forget your password?" and the instruction "Enter your E-mail Address and click Submit". There is a text input field for "E-mail Address:" and a "Submit" button. Below the input field, a message states "Your password will be sent to your e-mail address." On the right side of the page, there is a logo for "Court Appointed Special Advocate" with the tagline "A Voice for Children". At the bottom, contact information for the Arizona CASA Program is provided: "1501 West Washington, Ste. 119, Phoenix, AZ 85007 (602) 542-9683".

Enter your email address in the “E-mail Address” field and click the Submit button. An email reminder will be sent to the email address entered. Please make sure the email address entered is the same email address used when creating yourself as a “New User”.

The screenshot shows an email client window titled "Auto-Email: CASA Forgot Password Request - Message (Plain Text)". The email header includes: "From: CMattson@supreme.sp.state.az.us", "To: dhamilton@supreme.sp.state.az.us; aveluri@supreme.sp.state.az.us", "Cc:", and "Subject: Auto-Email: CASA Forgot Password Request". The email body contains the text "Your password to Casa Upload site is" followed by a redacted area (a white box). The email was sent on "Wed 6/23/2004 10:42 AM".

## CASA VOLUNTEER / COORDINATOR WEB APPLICATION

Once logged into the web application, the following upload page will open. This is the page used to upload volunteer reports and send them to the coordinator.

The screenshot shows a web browser window displaying the 'CASA File Upload Form'. The page has a blue header with the text 'Court Appointed Special Advocate Program'. On the left, there is a vertical navigation menu with links: 'The Program', 'State Map', 'Info 4 CASAs', 'Other Sites', 'Training', and 'Volunteering'. Below these links is the CASA logo, which features a stylized figure holding a heart, with the text 'CASA Court Appointed Special Advocates FOR CHILDREN' underneath. The main content area is titled 'CASA File Upload Form' and contains the following sections:

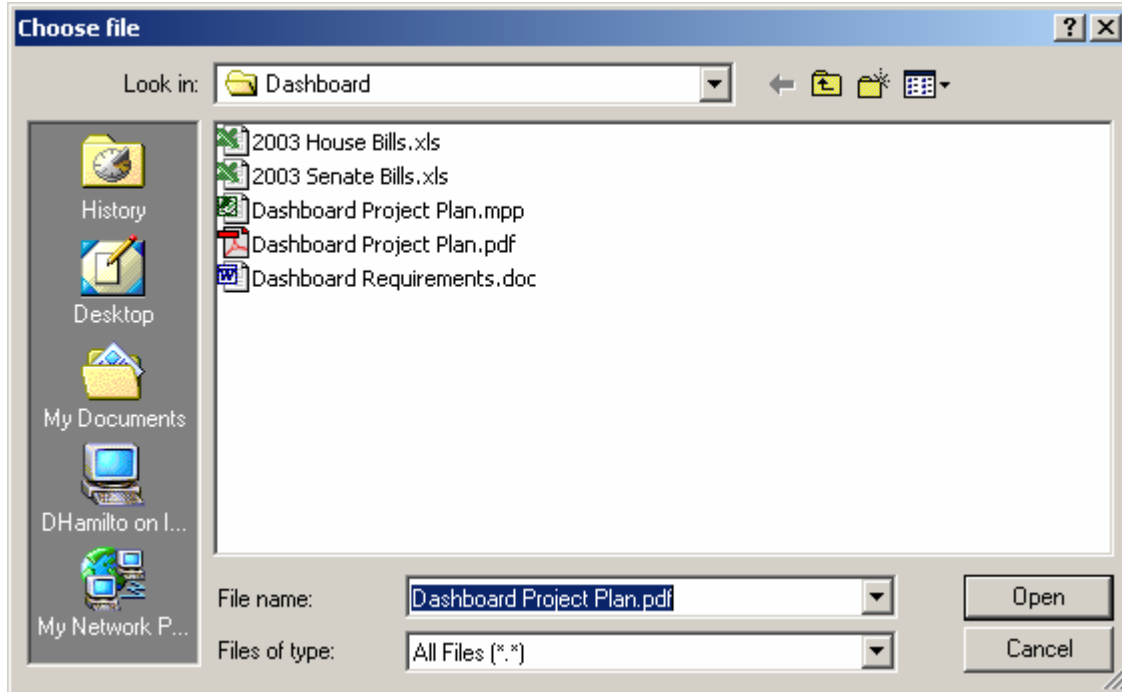
- A green instruction: 'Please fill in the following information and press the **UPLOAD** Button'.
- A blue header for the first section: 'What file is being attached?:'.
- Form fields for 'File Name:' (with a 'Browse...' button) and 'Description of contents:' (a text area).
- A blue header for the second section: 'Please tell us about yourself:'.
- Form fields for 'Name:', 'E-mail Address:', and 'Phone Number:'.
- A blue header for the third section: 'Please choose the person you are sending this to:'.
- A dropdown menu for 'Name:'.
- A blue header for the fourth section: 'Your Message:'.
- A text area for 'Message:'.
- A green 'Upload' button.
- Footer text: 'For information on the Arizona CASA Program, write or call us at: Arizona CASA Program, 1501 West Washington, Ste. 119, Phoenix, AZ 85007, (602) 542-9683'.

On the right side of the form, there is a logo for 'Court Appointed Special Advocate' with the tagline 'A Voice for Children'.

The field titled "File Name" is where the file being sent will be stored. The full path name is necessary – not just the name of the file (i.e., C://My Documents/testfile.doc). If the full path name is unknown, the Browse button next to the field can be used.

## CASA VOLUNTEER / COORDINATOR WEB APPLICATION

Click on the Browse button and a similar window will open.



Select the file to send and click the Open button. The full path name of the file will be populated in the field “File Name” on the CASA web application.

A message must be entered into the “Description of Contents” field for a description of the file.

The next step is to complete the “Please Tell Us About Yourself” section by filling in your name, email address and phone number (required fields).

## CASA VOLUNTEER / COORDINATOR WEB APPLICATION

Following completion of the Please Tell Us About Yourself section, select the coordinator that should receive the file in the “Please choose the person you are sending this to” section. The field “Name” in this section is a drop down box which allows choice from a pre-existing list. The name must pre-exist, it is not an open text field. If you are having trouble locating the name needed to send the file, please notify your point of contact.

The screenshot shows a web browser window titled "Welcome to the Arizona CASA program. - Microsoft Internet Explorer". The address bar shows "http://avelur/casaploads/aspupload/CasaUploadForm.asp". The page features the CASA logo on the left. The main content area has two sections:

- Please tell us about yourself:** This section contains four text input fields: "Name" (filled with "Doreen Hamilton, ITD"), "E-mail Address" (filled with "dhamilto@supreme.sp.state.az.us"), "Phone Number" (filled with "999-999-9999"), and "Your Message" (empty).
- Please choose the person you are sending this to:** This section contains a dropdown menu for "Name" with a list of coordinators. The dropdown is open, showing the following names: AOC-Alison Wilson, CASA Web Designer; AOC-Alison Wilson, CASA Web Designer; AOC-Anand Veluri, ITD; AOC-Charli Mattson, Administrative Asst.; AOC-Connie Lopez, Comm. Outreach Spec.; AOC-Doreen Hamilton, ITD; AOC-Elsa Romero, Administrative Secretary; AOC-Ginger Bredemeier, Training Specialist; AOC-Jim Ham, ITD; AOC-Kyle Davis, Resource & Tech. Spec.; AOC-Linda Wright, Program Manager; and AOC-Maria Pastore, Training Specialist.

At the bottom of the form is an "Upload" button.

A message to the Coordinator can also be included by typing it into the “Your Message” field.

The last step is to click the Upload button – this will send an email notification to the Coordinator. The file sent will be saved and encrypted on the server. After 14 days, the file will be deleted. The only way to access the file is via the email notification sent to the recipient. A confirmation page also displays that the file has been sent.

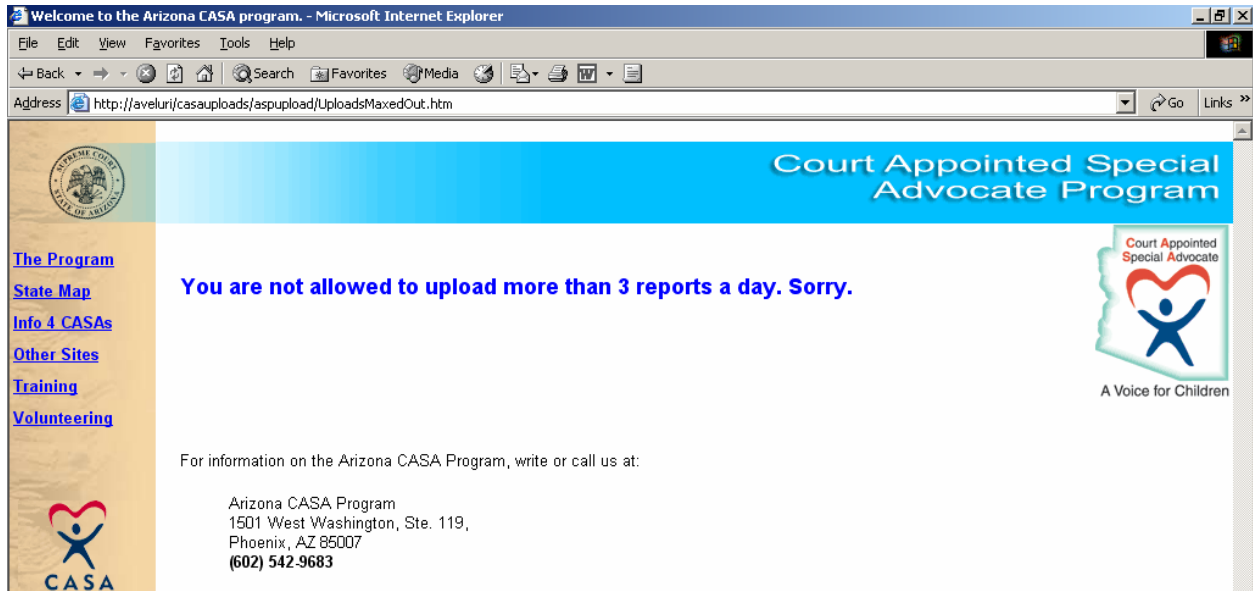
The screenshot shows a web browser window titled "Welcome to the Arizona CASA program. - Microsoft Internet Explorer". The address bar shows "http://avelur/casaploads/aspupload/CasaUploadDest.asp". The page features the CASA logo on the left. The main content area has a blue header with the text "Court Appointed Special Advocate Program". Below the header, the text "CASA File Upload Results" is displayed. The main content area contains the following text:

- The file upload was successful.**
- For information on the Arizona CASA Program, write or call us at:

At the bottom of the page is the CASA logo and the text "A Voice for Children".

## CASA VOLUNTEER / COORDINATOR WEB APPLICATION

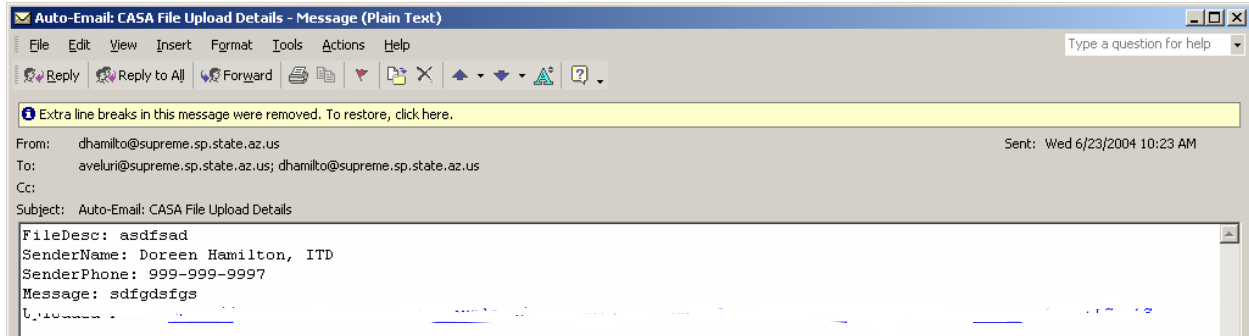
Three files can be sent per day – if you try to send a fourth file you will receive the following message on a web page.





### Retrieving Sent Documents

A recipient of a sent file will receive an email indicating the file sent. An example of such email is below.



Click on the link in order to access the file and it will open the web browser or take you to the log in page if the browser is already open. Log in to the application and the file will open within the web page. You can either print the file from the web browser or go to File and select Save As to save the file to your PC (this is the recommended option since files will be automatically deleted from the server after 14 days). You will also have more control over formatting when first saving the file using the Save As option and then printing the document from the saved copy. You will not be able to open the saved document while the original document is still open on the web page. Close the web application (or go to another web page) in order to open the saved document.